



Party Planning Checklist

When	What	Done
4-6 Weeks Before	Set Budget	
	Choose Party Date & Time	
	Choose Length of the Party	
	Choose Venue	
	Choose Party Theme	
	Finalise Guest List	
	Book the Entertainment	
	Plan Party Decorations	
	Plan the Birthday Cake	
	Send Invitations	
2-3 Weeks Before	Plan Party Food	
	Organise Wet Weather Plan	
	Confirm Bookings	
Week of the Party	Do Shopping	
	Buy Birthday Present	
	Bake Birthday Cake	
	Pack Party Bags	
	Run Sheet	
Day of the Party	Put Up Decorations	
	Music	
	Present Table	
	Drinks Station	
	Parent Contact Details	
After the Party	Thank You Cards	